

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

August 7, 2006

**CALL TO PODIUM:**

Wally DeBord

**RESPONSIBLE STAFF:**

Peter Geiling

**AGENDA ITEM:**

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
X	Consent Item
	Ordinance
	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

**TITLE:**

Resolution of the Mayor and City Council Authorizing the City Manager to Enter into a Contract for Architectural and Engineering Services for the Public Works Facility Master Plan (\$49,930)

**SUPPORTING BACKGROUND:**

**Request:** This is to request the Mayor and City Council authorize the City Manager to enter into a contract for Architectural and Engineering Services with The Lukmire Partnership for the Public Works Facility Master Plan.

**Background:** The Public Works facility was constructed in 1980. In 1995 the building was expanded to meet the needs of a growing workforce. The City has grown over the past ten years and additional growth is expected with the completion of several development projects and the annexation of the Crown Farm. The Department of Public Works equipment and personnel complement have increased to meet the needs of a growing City, requiring creative solutions in utilizing the existing property for material and equipment storage, vehicle washing, and additional office space. A facility master plan will help identify on-site opportunities for space efficiencies to accommodate current and future space needs. A pre-proposal conference was held May 4, 2006. Five technical and cost proposals were received on May 25, 2006. The following is a tabulation of the cost proposals:

Lukmire Partnership	Heery	MSI Universal	Studio JAD	Bucher, Willis & Ratliff
\$49,930	\$55,972	\$95,640	\$91,420	\$54,492

**Recommendation:** City staff reviewed the proposals and recommends selection of the Lukmire Partnership based upon their qualifications and experience with similar projects in Montgomery County.

**Fiscal Impact:** There are sufficient funds budgeted in the Public Service Facility Capital Budget, CIP 72-2.

**DESIRED OUTCOME:**

Vote on Resolution

**Resolution Request Form**

**REQUEST FORM FOR RESOLUTIONS PERTAINING  
TO EXPENDITURES FROM THE CITY BUDGET  
(CONTRACTS/PURCHASES, TRANSFER FUNDS)**

**(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)**

Requested by: Pete Geiling Date of City Council Meeting: August 7, 2006

**AUTHORIZING**

Purchase \_\_\_\_\_ Award Contract ☒ Transfer Funds \_\_\_\_\_ Negotiate / Execute a Contract \_\_\_\_\_

**RFP INFORMATION:**

Advertisement Date April 26, 2006

Newspaper(s) Washington Post

Bids Received (date) May 25, 2006

**DESCRIPTION OF ITEM(S):**

(Be specific; include quantity, item name, model number, etc.)

Award a contract for architectural services for developing a master plan for the Public Works Facility RFP #2006-011;  
C.I.P. #72-2

**CONTRACTED/PURCHASE FROM:**

Company Name: The Lukmire Partnership

Street Address: 2700 S. Quincy Street

P. O. Box Number: \_\_\_\_\_

City/State/Zip: Arlington, VA 22206

**CONTRACT/PURCHASE AMOUNT:** \$49,930

Check One: In the Estimated Amount of X Not to Exceed \_\_\_\_\_

**FUNDS TO BE EXPENDED FROM:** Operating Budget \_\_\_\_\_ Capital Improvements Budget ☒

Public Works Facility Master Plan, CIP, 72-2.

(For Finance Department use only; not to be included in the Resolution)

**VERIFICATION OF AVAILABILITY OF FUNDS**

Available ☒

Not available \_\_\_\_\_

AW Burton 8/2/06  
Finance Dept. Date

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL  
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE  
A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES  
FOR THE PUBLIC WORKS FACILITY MASTER PLAN

WHEREAS, an Request For Proposals (RFP) for Architectural and Engineering Services for the Public Works Facility Master Plan was duly advertised in the April 26, 2006 issue of the *Washington Post*, and proposals were received on May 25, 2006 from five firms; and

WHEREAS, the proposals were reviewed and references checked and verified according to the RFP criteria; and

WHEREAS, The Lukmire Partnership was the most responsive and responsible offer; and

WHEREAS, the Mayor and Council have determined to award a contract for the work to the firm meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to negotiate and execute a contract for Architectural and Engineering Services for the Public Works Facility Master Plan to The Lukmire Partnership, 2700 South Quincy Street, Suite 300, Arlington, Virginia 22206, in the estimated amount of Forty-Nine Thousand Nine Hundred Thirty Dollars (\$49,930.00); said funds to be expended from the Capital Improvements Budget.

ADOPTED by the Mayor and City Council this 7<sup>th</sup> day of August, 2006.

\_\_\_\_\_  
SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council  
in public meeting assembled on the 7<sup>th</sup> day  
of August.

\_\_\_\_\_  
David B. Humpton, City Manager